

MEMORANDUM FOR: Deputy Director for Support

SUBJECT: Economy Measures

REFERENCE: Action Memorandum No. A-334 dated 13 December 1963

1. This memorandum contains in the enclosures proposals for your consideration.

2. Enclosures 1, 2 and 3 provide our comments on the subjects raised in paragraph 2.a. of the reference. Enclosures 4, 5, 6 and 7 contain suggestions on possible economies in other areas of Agency activity.



JAMES A. GARRISON
Director of Logistics

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Enclosures:

1. Transportation Services
2. Economies in Building Operations
3. Stockpiling Materiel



5. Consolidation of Headquarters
Procurement Activities
6. Housing Subsidy
7. Real Estate Projects

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ENCLOSURE 1

TRANSPORTATION SERVICES

1. Vehicles in the United States

vehicles have been informed of the results of this review. We will pursue action to obtain greater utilization or reduce the number of vehicles.

2. Vehicles Overseas

a. The present Agency policy is to deny shipment overseas of a privately owned vehicle (POV) for any individual who is to be assigned an Agency vehicle for his exclusive use. As stated in [] exceptions to this general policy may only be made by a Chief of an operating division.

b. There are approximately [] sedans and station wagons in use by our overseas activities. There is no present requirement for the overseas activities to submit operations reports on these vehicles. If this requirement were imposed and if the percentage in meeting minimum standards were about the same as that for those in the United States, [] of these vehicles would be in the category of not being fully utilized. A program to eliminate vehicles overseas by review of operating reports as to the utilization could pay dividends, but we would not realize benefits from such dividends for an appreciable period of time because of the time required to initiate and complete such a review.

c. Another possibility in reducing vehicles overseas would be an arbitrary cut of, say, 10 percent across the board. The past history of vehicle use in the Agency would imply that such a cut could be made without any significant effect on the support of operations. The benefits of a cut made in this manner would be realized much more rapidly than those made by the type of review mentioned in the preceding paragraph.

d. We recommend the policy approval of both courses of action.

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ENCLOSURE 2

ECONOMIES IN BUILDING OPERATIONS

1. We have already instituted measures to effect economies in building operations and these are:

- a. Reduce telephone service.
- b. Reduce expenditures for rugs, draperies and executive furniture.
- c. Reduce expenditures for building alterations.

2. We feel that further economies could be realized by:

- a. Thorough review of security requirements including guard posts and secure areas.
- b. Accepting GSA maintenance and service standards which are, in some cases, lower than those the Agency requests or would like to have.

3. The Public Buildings Service (PBS) has for the first time concluded that it is more economical to turn out office lights after office hours.* A notice to this effect will be forwarded to all agencies in the next few days. An Agency notice will be published to implement the new PBS policy.

4. Every effort is being made to hold to an absolute minimum any overtime work requested of PBS. Some overtime work will continue to be necessary, but any which can possibly be done during normal work hours will be so scheduled.

*Previously, PBS had determined that leaving fluorescent lights turned on continuously was more economical due to the greater number of burned out tubes and ballast when turning lights off at night. Improved ballast accounts for the present change in policy.

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ENCLOSURE 3

STOCKPILING MATERIEL

1. The review of stocks of materials held by this office is a continuing function in which we endeavor to stock only those items for which there are legitimate and recurring demands. In the case of technical and operational materiel, these reviews are made in coordination with the Agency elements having cognizance or principal interest in the use of this materiel.

2. We propose to accelerate and intensify these reviews in the light of the present economy program with particular interest on fringe items having no direct bearing on support of operations. Such items as suitcases, cameras and field glasses will be issued for operational necessity only. Headquarters regulates such issues.

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ENCLOSURE 5

CONSOLIDATION OF HEADQUARTERS PROCUREMENT ACTIVITIES

1. A factor that would improve the efficiency of the procurement function is the transfer of personnel and "slots" from other Agency components now authorized to have procurement personnel. These include approximately 11 in DD/S&T and 1 in NPIC. There are numerous reasons why a decentralized procurement program is both impractical and wasteful.

2. Implementation of this proposal would probably require a decision at the DDCI level.

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ENCLOSURE 7

REAL ESTATE PROJECTS

The following real estate projects are recommended for reduction or cancellation:

a. Pneumatic Tube System

Extension of the pneumatic tube system in the Headquarters building from the Signal Center to the Watch Office and System A extension to the northwest portion of the ground floor area have been proposed. No estimate of cost is available. The probable cost is in excess of \$100,000.

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DD / S R E G I S T R Y

F I L E

Approp Budget

19 DEC 1963

Director of Training

819 Broyhill

Matt:

Pursuant to the attached Action Memorandum No. A-334 and our conversation this morning with Tom Karamessines, please proceed with the survey of agent training. Please note the deadline prescribed in paragraph 3. If you believe this is unrealistic, let me know and I will request an extension.

/s/
LKW

Deputy Director for Support

7D26 HQ



DD/S:LKW:jrf

Distribution:

- 0 - DTR w/T of DD/S 63-5400
- 1 - DD/S chrono
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DD/S 63-5400 - Action Memo No. A-334, dtd 13 Dec 63 to DD/S fm Lyman B. Kirkpatrick, subj: "Economy Measures"

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Action Memorandum No. A-334, subj: Economy Measures

FROM:

Deputy Director for Support

EXTENSION

NO.

DATE

19 DEC 1963

25X1

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. **Director of Logistics
1 C - 50 Quarters Eye**

Jlm:

Your attention is invited to paragraph 2.a. of the attached Action Memorandum No. A-334 dated 13 December 1963.

I have obtained clarification of the intent of paragraph 2.a. from the Executive Director-Comptroller as follows: In the first sentence he had in mind suitcases, cameras, field glasses and other similar items which we loan travelers and which are not essential to operations. In the second sentence he had in mind tightening up to the maximum extent possible the shipment of both a quasi-personal vehicle and a personal vehicle for the same individual. In paragraph 3 he did not intend that we should relax our pressures on GSA in any way to reduce service. What he did have in mind was the possibility of requiring all of our employees to turn out lights in the building when they leave in the evening and any other similar economies which might come to mind.

Will you please give all of these matters careful attention and submit proposed action on each of them to this office not later than 7 January 1964.

DD/S:LKW:jrf

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15. DD/S 63-5400 - Action Memo No. A-334, dtd 13 Dec 63
to DD/S fr Lyman B. Kirkpatrick, subj:
"Economy Measures"

b/
LKW